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From: Pribeck, Kristen (DPH)
Sent: Monday, June 05, 2006 5:22 PM
To: Pribeck, Kristen (DPH)
Cc: Dooley, Jacqueline (DPH); Cheney, Sally (DPH)
Subject: Preventing Discrimination and Sexual Harassment Training

Importance: High

According to our records, you have not completed the Preventing Discrimination and Sexual Harassment Training. This training is mandatory for all DPH staff. There are five trainings scheduled in Boston at 250 Washington Street, one at Health Care Quality at 99 Chauncey Street and one at the State Laboratory in Jamaica Plain. Please register for one of these trainings.

To register, please go to HealthNet ([Http://Healthnet](http://Healthnet)), **click on DPH Trainings under Staff Development & Training and using your 6 digit Employee ID# log into YnotLearn**. Under Resources, click on My Courses and then click on Preventing Discrimination and Sexual Harassment Training and you will get a screen of all the offerings. Please click on the circle on the left hand side of the offering you wish to attend, type in your supervisor's e-mail address and hit submit. You will receive a confirmation. To print this confirmation, right click on the screen and click print. Please record this date, time and location in your calendar.

If you have any questions or believe you have previously completed this training, please e-mail Ellen.M.Butt@state.ma.us for assistance.

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